



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

September 23, 2003

Randall Hoffman, Treasurer  
Campbell for Colorado  
P. O. Box 1319  
Denver, CO 80201

Response Due Date:  
October 23, 2003

Identification Number: C00384610

Reference: July Quarterly Report (4/1/03 - 6/30/03)

Dear Mr. Hoffman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Senate Public Records Office by the response date noted above.** An itemization of the information needed follows:

-Your report fails to include a FEC Form 3Z-1. Form 3Z-1 is used to disclose the total gross receipts of the candidate's authorized committees available to be expended as of June 30, 2003 in connection with the primary and general elections. Please provide a completed Form 3Z-1 with this report. (2 U.S.C. §434(B) and 11 CFR §104.19(b))

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Examples of election day and voter registration activity include "exit polling", "door-to-door get out the vote", "get out the vote phone calls" and "driving voters to the polls". Unacceptable descriptions, which require additional clarification, include but are not limited to "advance", "consulting", "commission", "contract labor", "retainer", "election day expense", "expenses", "invoice", "support", "expense reimbursement", "miscellaneous", "professional services", "get-out-the-vote", "voter registration". (11 CFR §104.3(b)(4)(A)) Please amend Schedule B of your report to correct the descriptions that do not meet the requirements of the Regulations.